

## Policies and Procedures for the Marion County Judicial Selection Committee

1. The Chair will call meetings as necessary and Notice will be provided by staff as required by law.
2. Meetings shall be open to the public except for executive sessions as contemplated by statute.
3. Individuals wishing to be considered for retention or to fill a vacancy shall submit a written application to the Committee on a form developed by the Committee.
4. Applications for retention and vacancies will be available online.
5. Applications for retention and vacancies shall be submitted electronically.
6. The Committee will review applications and materials submitted by those seeking retention or to fill a vacancy in executive session.
7. To foster frank and open discussions, the confidentiality of executive sessions shall be maintained.
8. Interviews of candidates for retention and vacancies shall be held in public meetings.
9. Interviews will be scheduled for 20 minutes each, except as otherwise permitted by the Chair.
10. Retention Policies and Procedures.
  - a. Applications for retention shall be submitted to the Committee by judges seeking retention by the deadline for filing the statement set out in IC 33-33-49-13.3 (see also IC 3-8-2-4).
  - b. The Committee will schedule interviews for those seeking retention beginning in March of years when retention questions will be on the November ballot.
  - c. After the interview process, the Committee will meet in executive session to consider its recommendation for each judge.
  - d. In a session open to the public, the Committee will vote on its recommendation for each judge.
11. Vacancy Policies and Procedures.
  - a. Within 7 days of being notified of a vacancy, the Committee will announce that it is accepting applications to fill the vacancy.
  - b. Applications to fill a vacancy shall be submitted to the Committee within 45 days after the Committee announces that it is accepting applications.
  - c. Within a reasonable time after the close of the application period, if the Chair concludes that all applicants should be interviewed, Committee staff will determine a convenient date for the Committee members to meet and prepare an interview schedule.
  - d. Within a reasonable time after the close of the application period, if the Chair concludes that it may be advisable to not interview all applicants, the Chair will call an initial meeting of the Committee to determine in executive session whether all or a portion of the applicants for the vacancy will be interviewed.
  - e. At the initial meeting, in a session open to the public, the Committee will vote on the list of individuals who will be interviewed for a vacancy.
  - f. At the initial meeting, the Committee shall establish a schedule for interviewing applicants within a reasonable time.
  - g. After the interview process, the Committee will meet in executive session to consider the most qualified candidates to fill a vacancy.
  - h. In a session open to the public the Committee will vote for the most qualified candidates who will be nominated for consideration by the Governor.